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Approved For Release 2000/05/05 : CIA-RDP78-03090A000200070004-8



# OTR BULLETIN

AUGUST -  
SEPTEMBER  
1966

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## IN THIS ISSUE ....

The schedule of OTR courses from September through December 1966 is published on pages 6 through 9. (Some late changes are noted on page 1.)

A list of Chief Instructors for OTR courses begins on page 15.

How reviewing material presented in an OTR intelligence course has been "programed" is described on page 18.

Selected courses from the Civil Service Commission's Interagency Training Program are outlined beginning on page 21.

Tentative presentations for the 1966-67 academic year in the Off-Campus Program at the Agency are listed on pages 25-27.

Fall schedule of Washington-area universities begins on page 28.

Directories of the Office of Training and Agency Training Officers follow on pages 31, 32, and 33.

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# BULLETIN BOARD

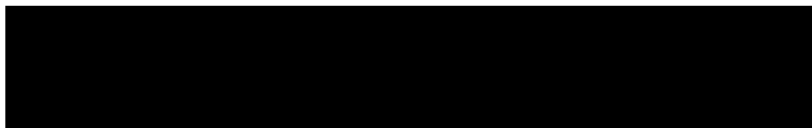
**OTR COURSE** The Midcareer Executive Development Course # 10 is  
**ANNOUNCEMENTS** scheduled for 19 September - 28 October. The first  
phase is now a presentation of the Managerial Grid  
concept. (This course is a TSB course; deadline for  
nominations was 5 August. The next course will be  
given in January 1967.)

The schedule for Management and Supervision courses  
is still pending.

New dates have been set for the Intelligence Review  
course. It will be held 31 October - 10 November in-  
stead of 24 October - 4 November.

Operational Interrogation will be given 12 - 30 Septem-  
ber instead of 6 - 23 September.

"Field Finance and Logistics" is the name of the course  
formerly called "Finance and Logistics: Small Stations."  
The next running open to Agency employees is 29 August -  
16 September. (The 7 - 25 November running is for  
Support CTs only.)



25X1A

**NATIONAL** The 27th session of the National Interdepartmental  
**INTER-** Seminar on Problems of Development and Internal De-  
**DEPARTMENTAL** fense will be 12 September - 7 October. The Agency's  
**SEMINARS** quota is eight. Attendance at NIS is a prerequisite to  
assignment of DDP officers to key positions in under-  
developed countries. Subsequent seminars will be held:

1966	21 Nov - 16 Dec
1967	23 Jan - 17 Feb; 13 Mar - 7 Apr; 1 - 26 May

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25X1A TRAINING [REDACTED] (4B-4406, extension 6231) has been  
PERSONNEL designated Training Officer for DDP/EUR.

DDS&T training responsibilities in certain offices  
have been decentralized as follows:

Training Officers:

25X1A FMSAC [REDACTED] (A-35, extension 5849)  
OEL [REDACTED] (F-39, extension 4486)  
ORD [REDACTED] (6E-68, extension 4267)  
OSP [REDACTED] (00, extension 4153)

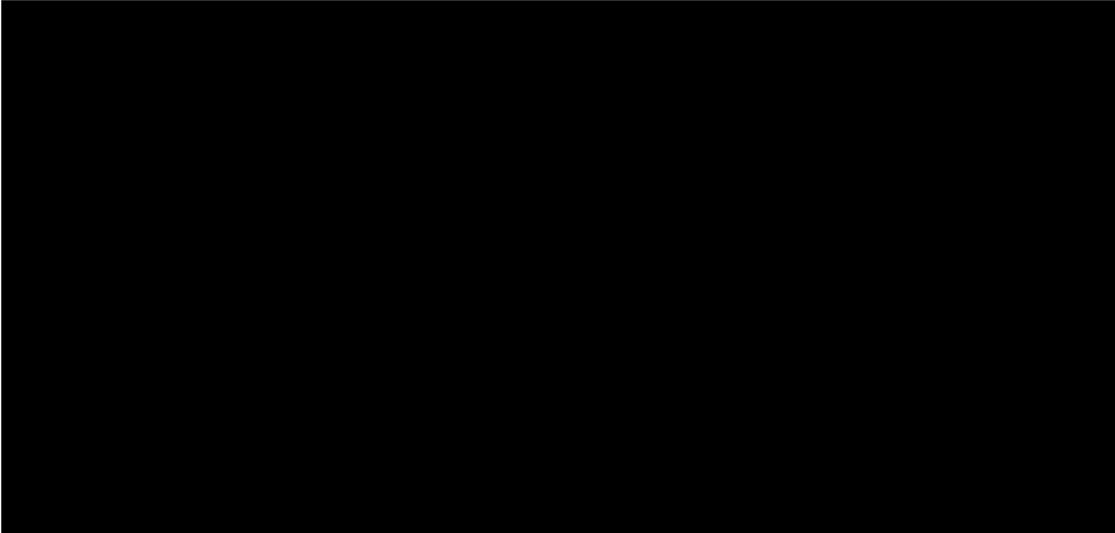
Training Assistants:

25X1A FMSAC [REDACTED] (1A-35, extension 5849)  
OEL [REDACTED] (2F-39, extension 4486)  
ORD [REDACTED] (E-68, extension 4267)

TRAINING The Foreign Affairs Program Management Seminar  
SELECTION has been suspended by the Foreign Service Institute  
BOARD of the Department of State. The Agency had been par-  
PROGRAMS ticipating in the seminar, CIA nominees being subject  
to action by the Agency's Training Selection Board.  
This program should be deleted from listings of TSB  
courses and programs.

Training Officers should note also that individual  
components do not budget for Training Selection Board  
programs, including academic training for a full year.

25X1A



Dates of forthcoming [REDACTED] courses are:

25X1A

<u>1966</u>	<u>1967</u>
19 - 23 September	13 - 17 February
17 - 21 October	27 - 31 March
28 November-2 December	8 - 12 May

25X1A

INTELLIGENCE It is anticipated that arrangements can be made to hold  
ORIENTATION the September - October running of the Intelligence  
COURSE Orientation course (Introduction to Intelligence and  
Introduction to Communism) in the Auditorium at Head-  
quarters. Training Officers should plan to utilize this  
opportunity to schedule as many as possible to take  
this required program. A Special Bulletin will an-  
nounce particulars when they are final.

SCHEDULE The OTR Calendar section of this and the June-July  
OF issue of the Bulletin has been the vehicle for announcing  
COURSES the schedule of OTR courses through the end of Decem-  
ber 1966. It is suggested that these pages be retained  
as a reference. Changes, including additions or modi-  
fications of dates, will be announced in subsequent  
issues of the Bulletin or in Special Bulletins.

INTERAGENCY All Training Officers, including Senior Training Officers,  
TRAINING should by now have received a copy of the Civil Service  
PROGRAMS Commission's bulletin "Interagency Training Programs -  
BULLETIN 1966-1967." The bulletin gives information on training  
available for interagency participation during FY 1967.  
Consult your Training Officer for details on specific  
courses. A limited number of additional copies of the  
bulletin are available in the OTR Registrar's office,  
extension 2896.

CLERICAL OTR's refresher courses in typewriting and short-  
TRAINING hand will be given:

AND  
TESTING

12 September - 7 October  
17 October - (Thurs) 10 November  
21 November - 16 December

Before employees take either typing or shorthand, or both, they are required to take the pretest given by the Clerical Training Faculty/Support School. The results are used by the instructor to determine the class assignment.

Submission to AIB/RS of a Form 73 for the Clerical Refresher course is all that is required to initiate testing. Training Officers are notified by the CTF of the time and place applicants are to report for tests.

A Reminder: All clerical testing and training is given at 1016 16th Street, N. W.

For the above scheduled courses, pretests are scheduled as follows:

Typing: 7 September, 12 October, 16 November

Shorthand: 8 September, 13 October, 17 November

#### QUALIFICATION TESTS

OTR's Clerical Training Faculty administers the Agency's tests for qualifying clericals as stenographers and as typists. The time and place of testing are assigned when the Training Officer or Personnel Officer registers an employee. Registration is arranged directly with the CTF, extension 2100.

Tests will be given in:

Typing: 22 August, 6 September, 26 September,  
10 October, 31 October, 14 November,  
5 December, 19 December

Shorthand: 23 August, 6 September, 27 September,  
11 October, 1 November, 15 November  
6 December, 20 December

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"G. I. BILL" Since 1 June, veterans have been eligible for benefits under a permanent program of educational assistance provided by Public Law 89-358. Generally, honorably discharged members of the Armed Forces who have served more than 180 days may receive an allowance for educational purposes at the rate of one month's allowance for each month or fraction thereof of active duty up to a maximum of 36 months. The veteran may participate in full-time or part-time institutional programs or in a cooperative program, the allowance varying not only in relation to the type of program he chooses but in relation to the number of his dependents. Specific questions with regard to the financial assistance under the "G. I. Bill" should be addressed to the Veterans Administration, which will also supply necessary application forms. In Washington, the telephone number to call is DUpont 9-2765. (The Registrar's office cannot provide adequate individual advice.)

DISTRIBUTION Every effort is made to keep the distribution list for OF the OTR Bulletin current. Changes in addresses, OTR BULLETIN changes in distribution requirements, or requests for additional copies of specific issues should be referred to the editor of the Bulletin, extension 2896.

SAVE MIKE'S LIFE! An urgent call has gone out for volunteers to aid in saving the life of Mike. Mike, sometimes referred to as microphone, is often abused by bullies who take advantage of their greater size by pounding poor Mike about the head and body and adding injury to insult by blowing violently into his face. The blowing forces moisture down Mike's throat and can take his life. Assist in this worthwhile project to protect Mike by employing him in a manner that takes into consideration his delicate constitution. To test his usefulness, simply speak to him in your normal voice and let another person inform you whether his response is correct. Pounding or blowing are of little value unless your presentation consists of such sounds. The Audio Aids Section technicians would prefer that you rely on speech for testing audio systems since the equipment is always set for the speaking levels used by our professional lecturers. An instructor wishing to make a test can call extension 2034 and the audio technicians will be glad to assist.

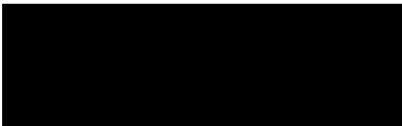
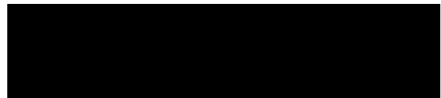



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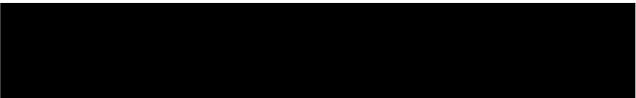





## OTR CALENDAR

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	Administrative Procedures	19 - 30 Sep
	China Familiarization	12 - 16 Sep
	CIA Review	13 Sep
25X1A		12, 14, 16 Sep
		19 - 23 Sep
		27 - 28 Sep
		27 Sep - 6 Oct
	Clerical Refresher	12 Sep - 7 Oct
25X1A		19 Sep - 14 Oct
		(Tues) 6 - 23 Sep
	Effective Speaking	7 Sep - 16 Nov
25X1A		12 - 30 Sep
	Intelligence Research (Map & Photo Interpretation)	12 Sep - 14 Oct
	Intelligence Research Techniques	12 Sep - 7 Oct
	Introduction to Communism	26 Sep - 7 Oct
	Introduction to Intelligence	12 - 23 Sep
	Midcareer Executive Development	19 Sep - 28 Oct
25X1A		12 - 30 Sep
		12 Sep - 21 Oct
	Orientation for Overseas	(Tues) 6 - 7 Sep
25X1A		12 - 16 Sep
	Writing Workshop (Basic)	13 Sep - 6 Oct
	Writing Workshop (Intermediate)	12 Sep - 5 Oct

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

25X1A	Basic Country Survey: USSR CIA Review  Clerical Refresher	17 - 28 Oct 11 Oct 10, 12, 14 Oct 17 - 21 Oct 31 Oct - 18 Nov
25X1A	 Field Finance and Logistics	17 Oct - 11 Nov 3 - 12 Oct 3 - 21 Oct
25X1A		31 Oct - 18 Nov 31 Oct - 18 Nov 10 - 14 Oct 17 - 21 Oct
25X1A	Intelligence Production (for CTs) Intelligence Review Intelligence Techniques (for CTs) Introduction to Intelligence (for CTs)  Orientation for Overseas Project USEFUL Senior Management Seminar Support Services (for CTs) Chiefs of Station Seminar	24 Oct - 23 Dec 31 Oct - 10 Nov 17 Oct - 4 Nov 3 - 14 Oct 31 Oct - 23 Nov 3 - 28 Oct 4 - 5 Oct 24 - 28 Oct late Oct 24 Oct - 16 Dec 31 Oct - 10 Nov

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Administrative Procedures  
China Familiarization  
CIA Review  
Clerical Refresher

25X1A

Effective Speaking (at NPIC)  
Field Finance and Logistics (for Support CTs)  
Introduction to Intelligence  
Introduction to Communism  
Orientation for Overseas  
Writing Workshop (Basic)

28 Nov - 9 Dec  
14 - 18 Nov  
8 Nov  
21 Nov - 16 Dec  
21, 22, 23 Nov  
28 Nov - 2 Dec  
7 Nov - 2 Dec  
23 Nov - 8 Feb 1967  
7 - 25 Nov  
21 Nov - 2 Dec  
5 - 16 Dec  
1 - 2 Nov  
21 Nov - 14 Dec

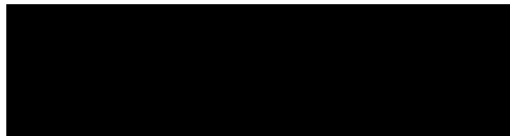
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DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

CIA Review

13 Dec  
19 - 20 Dec  
12 - 21 Dec  
5 - 16 Dec  
5 - 9 Dec  
12 - 16 Dec  
6 - 7 Dec  
5 Dec - 20 Jan

25X1A



Orientation for Overseas

25X1A



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OTR COURSES Scheduled on OTR Calendar

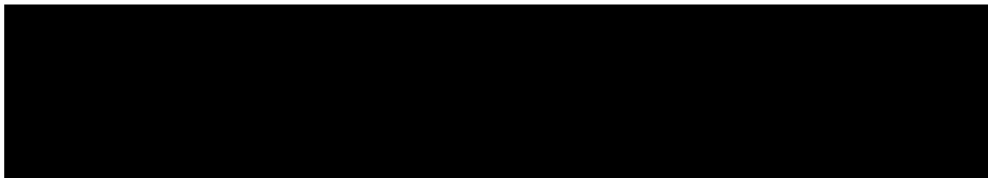
Administrative Procedures (2 wks - all day)

For clerical employees who support the CS at headquarters. Covers the organization, functions, procedures, and regulations of the Agency. Emphasis is on the CS.

Basic Country Survey: USSR (2 wks - all day)

For employees whose work requires a basic and comprehensive knowledge of the Soviet Union. A brief study of Tzarist Russia and developments since the Communist seizure of power.

25X1A



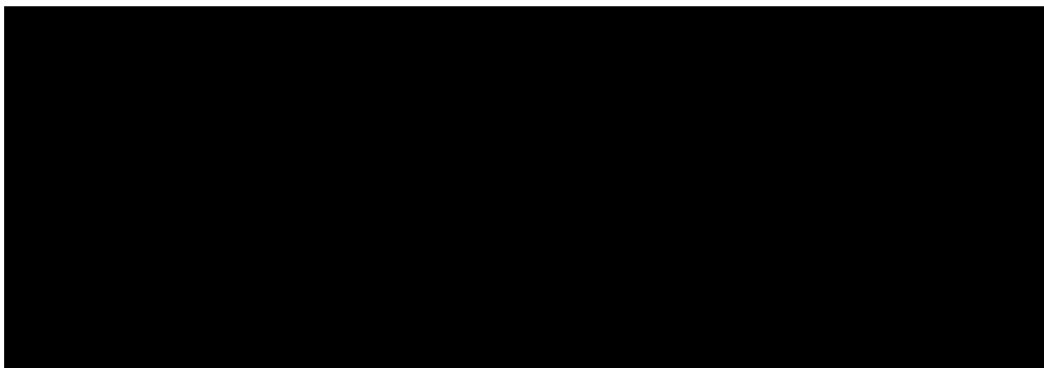
China Familiarization (1 wk - all day)

For professional employees. Covers survey of mainland China's geography, history, economic factors, and its role in foreign affairs. Provides introduction to the Chinese language, including pronunciation.

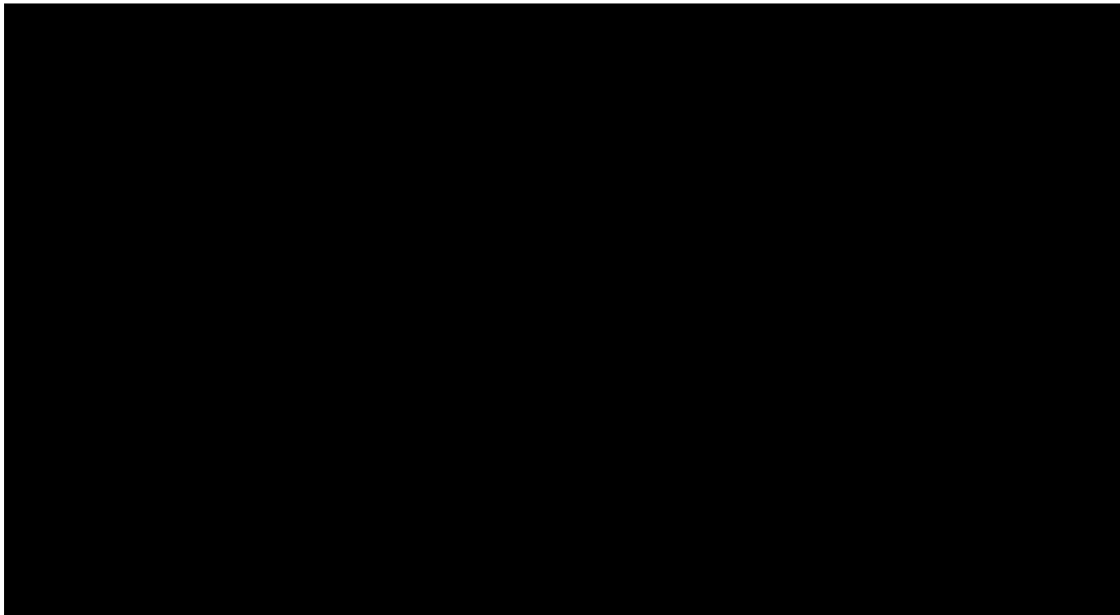
CIA Review (1 1/2 hrs - morning)

For all returnees from the field. Covers recent organizational developments in the Agency. Includes the security reindoctrination lecture.

25X1A



25X1A



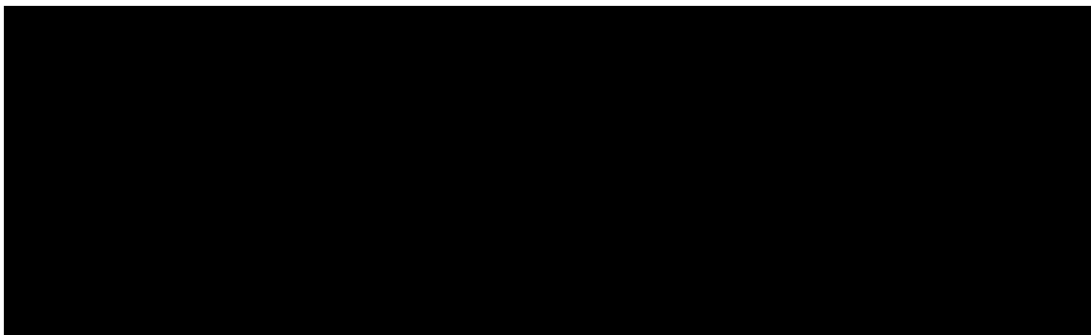
Clerical Refresher (4 wks - morning)

For clerical employees, to improve their accuracy and to develop their speed in either shorthand or typewriting. Employees may take separate instruction in either skill.

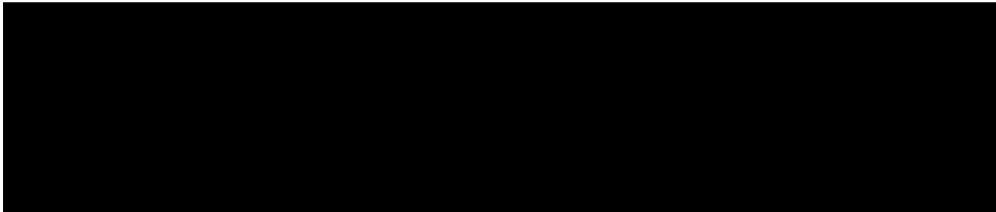
Communist Party and Anticommunist Operations (4 wks - part time)

For professional employees concerned with communist party matters. Deals with the organization and activities of communist parties and with the planning and implementation of operations carried out by the Agency or liaison services aimed at the penetration of these parties.

25X1A



25X1A



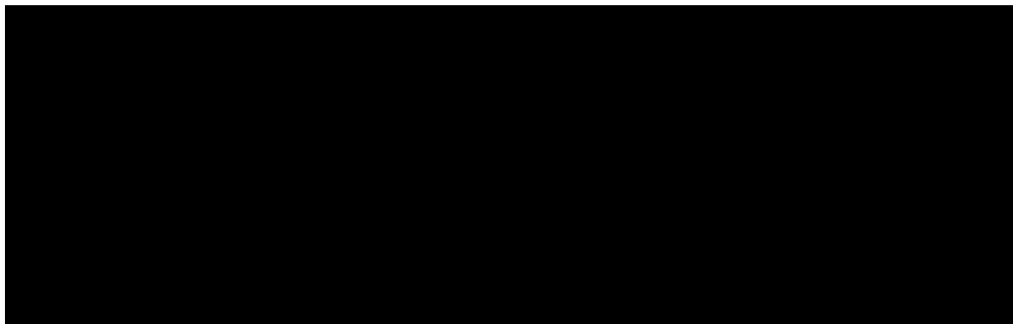
Effective Speaking ( 11 wks - morning - Wednesday)

For professional personnel. Covers principles of speaking as they relate to oral presentation. Includes a lecture on selection and use of graphic aids.

Field Finance and Logistics ( 3 wks - all day)

For operational support assistants and support officers required to maintain budgetary, financial, and property records at a Class B, C, Type II, or Type III Station. Emphasis is on all facets of field financial responsibilities.

25X1A



Intelligence Review (2 wks - all day)

For middle-grade and senior officers. Covers the Agency's development under the central intelligence concept, recent organizational developments to meet current and future responsibilities, changes in functions of the intelligence community, problems of coordination, and future trends in intelligence.

Introduction to Communism (2 wks - all day)

For professional employees at EOD. Covers historical development of the USSR and Communist China and the doctrine, organization and operations of the Communist movement.

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Introduction to Intelligence (2 wks - all day)

For professional employees at EOD. Covers concepts of intelligence, the intelligence agencies of the U.S. Government, and the Agency's responsibility for collection, production, and dissemination of intelligence. Includes the fundamentals of American beliefs and practices.

Management (1 wk - all day)

For officers in Grades GS 11 through GS 14. Covers up-to-date practices and attitudes applied in planning, directing and managing the work of others.

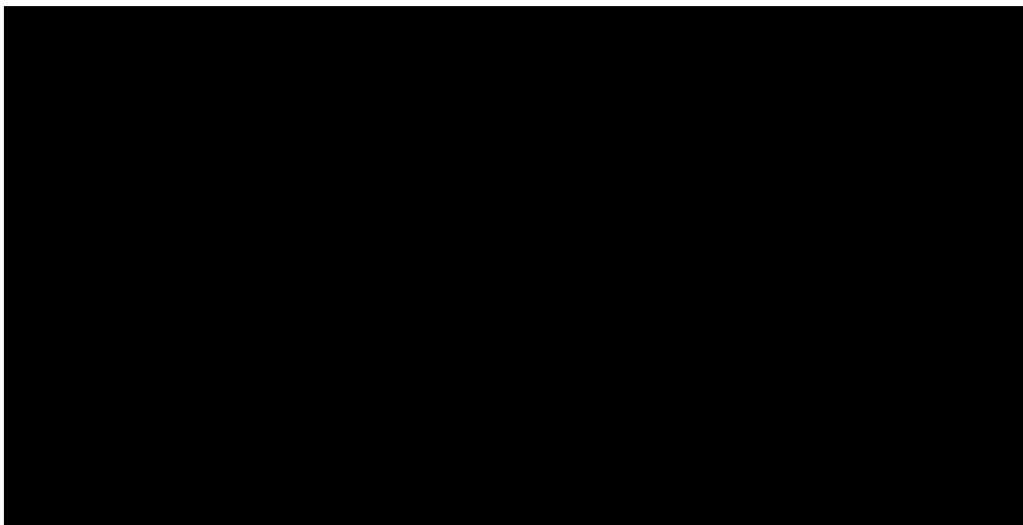
Managerial Grid Seminar (1 wk - all day)

For selected middle-level officers. The Managerial Grid concept of classifying leadership and managerial styles is examined. Personal managerial styles are analyzed through team and individual exercises designed to permit the understanding of the managerial styles of others to serve as a means of diagnosing problems which prevent effectiveness at any organizational level. Priority will be given to individuals whose supervisors have had the grid.

Midcareer Executive Development (6 wks - all day - 240 hrs)

For designated midcareerists. Covers the activities of components of the Agency, the U.S. Government in its national and international setting, and problems of management.

25X1A



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Orientation for Overseas (2 days - all day)

For employees (and spouses) assigned to an overseas post for the first time. Covers the Agency's mission and functions, security, cover, legal and medical advice, and working effectively with people of other cultures.

Project USEFUL (1 wk - all day)

For U. S. military officers (field grade and above) and civilians in the military (GS 13 and above). Covers functions and capabilities of the Agency to support the military and the support the Agency requires of the military.

Senior Management Seminar (1 wk - all day - starts Sunday p. m.)

For GS 15s and above. Selection by Senior Training Officers. Conducted by contract instructor; features managerial grid.

Supervision (1 wk - all day)

For employees in Grades GS 5 through GS 10 who are responsible for supervision at the first level. Covers problems in planning and directing the work of others. Includes factors in motivation and communication.

25X1A

Writing Workshop (Basic) (4 wks - morning - Tues & Thurs)

For professional employees. (Non-professionals may attend under certain circumstances.) Covers basic principles of grammar and rhetoric, and elements of sentence construction and paragraph structure.

Writing Workshop (Intermediate) (4 wks - morning - Mon & Wed)

For professional employees. (Non-professionals may attend under certain circumstances.) Covers principles of good writing, including clarity, accuracy, and logic.

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## PROGRAMED REVIEW in INTELLIGENCE INSTRUCTION

Students are now using a programed approach in reviewing considerable data presented in certain of OTR's formal courses which provide orientation on the intelligence process and the intelligence community. They use a mechanical device which was adapted to classified training materials by two members of the faculty of OTR's Intelligence School.

Utilizing this "self-review" device, students can progress through a program of ten major course elements, obtaining correct responses to some 200 questions and statements covering such things as basic definitions of intelligence, functional responsibilities of organizational components, and significant national security concepts. By inserting a special stylus into preslotted, preprinted cards which fit into a plastic and metal carrier, students can select the correct answer from among four multiple-choice responses to questions. They advance at their own speed and may repeat any portion of the review.

Developed during the past year from a commercial kit costing three dollars, the device has already been used by more than 500 Agency employees registered in both formal courses and tutorial programs conducted by the Orientation and Briefing Faculty of the Intelligence School. A preliminary assessment, based on the observations of students as well as instructors, shows that a number of training values have been gained: (1) There is enhanced motivation of interest in course content; (2) understanding and retention are measurably improved; (3) immediate authoritative responses are available to students, even when instructors are otherwise occupied; (4) much review and research time is saved and thus can be put to more productive use; (5) up-dating or modification of instructional material is simple and inexpensive.

The popularity of this device, its low cost, its proven utility, and its broad potential suggest that programed instructional material does not have to be sophisticated to be successful. Indeed, OTR instructors are already considering refinements of this device and anticipate that with the added flexibility thus gained it will soon be applied to additional material.

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## EDUCATION

Whom, then, do I call educated? First, those who manage well the circumstances which they encounter day by day and who possess a judgment which is accurate in meeting occasions as they arise and rarely misses the expedient course of action; next, those who are decent and honorable in their intercourse with all men, bearing easily and goodnatureedly what is unpleasant or offensive in others, and being themselves as agreeable and reasonable to their associates as it is humanly possible to be; furthermore, those who hold their pleasures always under control and are not unduly overcome by their misfortunes, bearing up under them bravely and in a manner worthy of our common nature; finally, and most important of all, those who are not spoiled by their successes and who do not desert their true selves, but hold their ground steadfastly as wise and soberminded men, rejoicing no more in the good things which have come to them through chance than in those which through their own nature and intelligence are theirs since birth. Those who have a character which is in accord, not with one of these things, but with all of them--these I maintain are educated and whole men, possessed of all the virtues of a man.

Isocrates in "Panathenaicus"  
436-388 B. C.

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# NON-AGENCY TRAINING

This section of the OTR Bulletin contains information on non-CIA courses or programs related to career development of CIA employees. Attendance may be sponsored by the Agency or it may be self-sponsored. The Training Officer must be consulted on Agency-sponsored training.

## Agency Sponsorship:

A Form 136, "Request for Training at Non-Agency Facility" (revised effective June 1966), is sent to the Registrar's office, External Training Branch, by the Training Officer. For overt employees, the completed form is sent directly to ETB. For non-overt applicants the form is sent first to DDP/OPSER/CCS.

## Self-sponsorship:

According to [REDACTED] para c(12), an employee who takes a non-Agency course at his own expense is required to send a written request for approval through administrative channels to the Director of Security. The request will include the subject(s) to be studied, the name and address of the school, the full name(s) of the instructor(s), and the dates and hours of instruction.

For additional information on the courses outlined in this section of the OTR Bulletin or on other external courses, call AIB/RS/TR, extension 2896. For information on registration, call ETB/RS/TR, extension 3137.

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## INTERAGENCY TRAINING PROGRAMS

### Civil Service Commission

#### INTRODUCTION TO SCIENCE AND ENGINEERING IN GOVERNMENT

7 - 9 September

1900 E Street, N. W.

7 - 9 November

Washington, D. C.

This three-day program is designed to give junior-level scientists and engineers an opportunity to gain a perspective on their individual roles and that of their agencies within the Federal structure. Subjects examined by leading resource personnel from Federal agencies and universities include governmental policies on science and engineering, the manner in which these policies are reached, and an overview of the nature and diversity of government research and development. For junior-level scientists and engineers from GS-5 through GS-11, especially those with less than three years of Federal service. Cost: \$45.

#### EXECUTIVE SEMINAR IN OPERATIONS RESEARCH

12 - 13 September

1900 E Street, N. W., Washington, D. C.

This seminar will provide an opportunity for career executives to obtain information, develop ideas, and exchange views on effective management use of operations research. Subject matter includes the capabilities of operations research, the philosophy of operations research, models, illustrations of types of management problems to which operations research can be applied, and operations research and the decision-maker. Strictly technical aspects of operations research will not be stressed. Executives with broad administrative responsibilities, GS-15 and above, are eligible. Cost: \$75.

#### ADP ORIENTATION

19 - 23 September

1900 E Street, N. W., Washington, D. C.

This program is designed to provide knowledge of the management uses and potential of automatic data processing systems. Emphasis will be given to the capabilities of ADP equipment, effects of ADP on organizational structure, present ADP applications and their results in terms of efficiency and economy, personnel problems created by the introduction of computers, and the future of ADP. Lack of prior familiarity with computer technology or use will not handicap participants. For employees, GS-9 or above, serving in management fields. Cost: \$50.

INSTITUTE FOR EXECUTIVES IN SCIENTIFIC PROGRAMS:  
SCIENCE AND GOVERNMENT POLICY  
19 - 23 September 1900 E Street, N. W., Washington, D. C.

Scientists and engineers and key administrators of scientific organizations are given an opportunity to explore important concepts and issues pertaining to the organization and administration of research and engineering activities in the Federal Government. Discussion covers the criteria for choice among scientific programs, the budget for science, technological innovation as an element of economic growth, scientific manpower as a problem of national policy, science in world affairs, the organization of the scientific activities of the Federal Government, and the impact of Federal science programs on our universities. Scientists, engineers, and science administrators, GS-15 or above, who have responsibility for formulating policy or program goals for scientific, engineering, or professional programs in the physical or life sciences, or for significant research or development activities, may attend. Cost: \$150.

FINANCIAL MANAGEMENT FOR OPERATING EXECUTIVES  
21 - 22 September 1900 E Street, N. W., Washington, D. C.

This two-day program puts financial management in perspective with regard to the development of sound plans for operations, the development of cost consciousness, evaluating the effectiveness of spending programs, and integrating budgeting, accounting, reporting, and auditing with other management tools. The institute is designed for officials with responsibility for fiscal matters but who are not primarily concerned with financial administration. For GS-14's or above. Cost: \$60.

EXECUTIVE SEMINAR IN MANAGEMENT INFORMATION THEORY  
26 - 27 September 1900 E Street, N. W., Washington, D. C.

The objective of this seminar is to explore the concept of information management in the context of organizational structure. Topics discussed include defining organizational objectives, determining information requirements, the influence of organization structure on the generation, processing, and utilization of data, the effects of centralization and decentralization on the information system, and vice versa, the interface of information and decision-making, and the present and future technology of management information systems. For GS-15's and above. Cost: \$75.

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ADP SYSTEMS ANALYSIS SEMINAR

28 September - 22 November 1900 E Street, N. W., Washington, D. C.

This seminar consists of an opening half-day session followed by seven full-day sessions a week apart on Wednesdays. Seminar topics are: Principles and Fundamentals of Data Processing; The Computer: What It Is and How It Works; Fundamentals of Programming; Documenting and Charting Present Systems; The Feasibility Study: How To Go About It; Recognizing Potential Application Areas for ADP; Installation and Administration of an ADP Operation; and Management Related Uses of the Computer, e. g. Operations Research. Employees, GS-9 or above, who require information about ADP systems analysis, not programmers or systems analysts themselves, should attend. The one-week ADP Orientation is a useful preparation but is not mandatory. Cost: \$175.

INTRODUCTION TO ADP IN TECHNICAL INFORMATION SYSTEMS

29 - 30 September 1900 E Street, N. W., Washington, D. C.

This is a basic program designed to provide an overview of the uses and potential of ADP along with specific information relating to its application in technical libraries. Topics will include the impact of ADP on library management, a study of current uses of ADP equipment in scientific information systems, information storage and retrieval systems, and future uses of ADP in libraries. Librarians, archivists, information specialists, and others concerned with the storage and retrieval of technical data, GS-9 and above, may attend. Cost: \$75.

IDEAS AND AUTHORS--SCIENCE AND GOVERNMENT # 1

29 September - December 1900 E Street, N. W., Washington, D. C.

Four monthly two-day sessions, the first on 29 and 30 September, have been arranged to provide an opportunity for Federal scientists and science administrators to meet informally with authors whose books constitute significant contributions to better understanding of government-science relationships and the formulation of Federal science policies. The program is intended for Federal scientists, engineers, administrators, and managers, GS-15 and above, who have broad responsibility for the management of Federal science programs or for participating in the formulation of agency research and engineering policies. Cost: \$100.

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IDEAS AND AUTHORS--PUBLIC ISSUES AND PROBLEMS # 1

29 September - December 1966 1900 E Street, N. W., Washington, D. C.

This series of four monthly two-day discussion sessions, the first on 29 and 30 September, will focus on significant national problems. With their highly informed authors and knowledgeable critics, Federal executives will examine four outstanding books on vital issues. Nominees should be in GS-14 or above. Cost: \$100.

OTHER EXTERNAL TRAINING NOTES

TRANSPORTATION INSTITUTES The School of Business Administration, American University, has announced a series of institutes in conjunction with its transportation management training programs. In some cases, fees are fixed at a higher scale than was announced in the April 1966 OTR Bulletin.

20th Air Transport Management Institute  
31 October - 11 November 1966 Fee: \$285

5th Workshop Conference on Coordinated Transportation  
30 November - 2 December 1966 Fee: \$175

21st Railroad Management Institute  
9 - 20 January 1967 Fee: \$285

19th Institute on Logistics and Traffic Management  
6 - 17 March 1967 Fee: \$285

21st Air Transport Management Institute  
30 October - 10 November 1967 Fee: \$285

UNIVAC The UNIVAC Education Center, 2121 Wisconsin Avenue, N. W., Washington, D. C., conducts programs for personnel of firms and government agencies using its equipment to familiarize them with its use. Separate instructional courses are provided for programmers and for managers. Upcoming courses are:

1004 Programming 6-15 September

418 Programming 19 September-  
7 October

ADP Management Seminar 19-23 September  
24-28 October  
28 November-  
2 December

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OFF-CAMPUS PROGRAM  
1966-67 ACADEMIC YEAR

George Washington University and American University are both offering courses again in the 1966-67 Off-Campus Program at CIA. This program, open to those in an overt status, enables Agency employees to pursue graduate as well as undergraduate courses at somewhat reduced rates. It is expected that both credit and noncredit courses will be offered. Credit courses, to cost \$120 each, may be taken separately or as part of a degree or certificate program; noncredit courses will cost less and must be taken individually. Enrollment may be on a personal basis or under Agency sponsorship. Classes, with the exception of those in mathematics, will be held in the Headquarters Building. Except for one noncredit course, instructors are Agency personnel accredited by the universities.

Registration for the Fall term will be in Room 1A-07, Headquarters, on Tuesday and Thursday, 13 and 15 September. American University courses are expected to begin the last week in September and to run for sixteen weekly sessions. George Washington University courses are expected to begin the first week in October and to run for fifteen weekly sessions. Mr. John Lobuts of George Washington University will provide preregistration counseling on George Washington University courses and degree programs on 7 September, also in Room 1A-07 Headquarters. Appointments to meet him on that day can be arranged through the office of the OTR Registrar, extension 2896. He will also be present on the registration dates.

Fuller information on the Off-Campus Program, particularly on course content, has been published in a Headquarters Employee Bulletin.\* Additional information may be had also by calling the office of the OTR Registrar, extension 2896.

Tentative courses are:

George Washington University

Introductory Anthropology 1 (Fall)

Introductory Anthropology 2 (Spring)

\*Dated 22 July 1966.

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English Composition 1 (Fall)

English Composition 2 (Spring)

Geography 165 Eastern and Southeastern Asia (Fall)

Geography 164 Communist China (Spring)

Geography 155 Africa (Fall)

Geography 166 The Soviet Union (Spring)

History 39-40 European History (Fall-Spring)

History 71-72 The Development of the Civilization of the United States (Fall-Spring)

History 181-182 Diplomatic History of the United States (Fall-Spring)

History 145-146 History of Russia (Fall-Spring)

History 164 South America Since Independence (Fall)

Mathematics 21 Calculus I (Fall)

Mathematics 22 Calculus II (Spring)

Political Science 9-10 Government of the United States (Fall-Spring)

Political Science 171 International Politics (Fall)

Political Science 172 Organization and Function of the United Nations (Spring)

Political Science 190 Politics of Middle and Southern Africa (Fall)

Political Science 191 Government and Politics of the Middle East (Fall)

Political Science 192 Government and Politics of North Africa (Spring)

Political Science 193 Government and Politics of South and Southeast Asia (Fall)

Political Science 194 Government of China and Japan (Spring)

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Psychology I General Psychology (Fall)

Psychology II Psychology of Motivation and Personality (Spring)

Noncredit: Fundamentals of Investment (Fall)

Noncredit: Building or Buying a Home (Fall) (Non-Agency instructor)

American University

Introduction to Quantitative Economics (Fall and Spring)

Price Analysis I: Prices and Production (Fall)

Price Analysis II: Income Distribution (Spring)

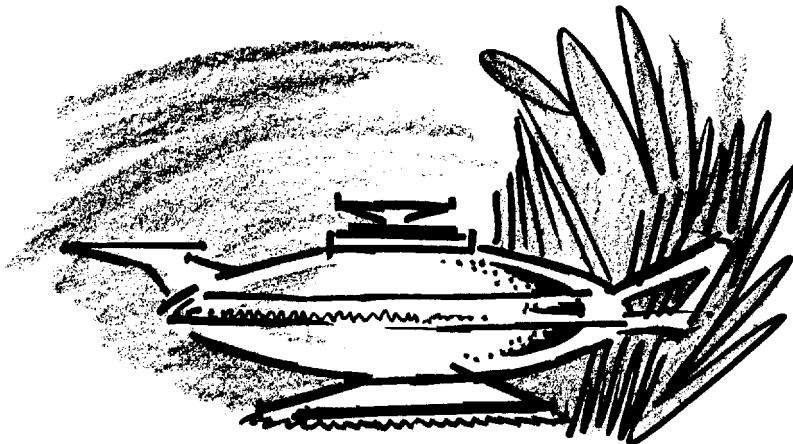
The Systems Approach (Fall)

Automatic Data Processing Systems (Graduate) (Fall)

Operations Research in Management (Fall)

Management of ADP Systems (Fall)

Management Information and Reporting Systems (Graduate) (Fall)



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FALL SESSION SCHEDULES OF  
WASHINGTON-AREA UNIVERSITIES

Note to Training Officers: ETB must have requests for Agency sponsorship of employees in courses at the following universities a minimum of three weeks prior to registration.

AMERICAN UNIVERSITY

Registration:	15-16 Sep (10 a.m.-2 p.m., returning full-time students; 3 p.m.-7 p.m., returning part-time students.) 17 Sep (general, 9:30 a.m.-12:30 p.m.) 19 Sep (general, 3 p.m.-7 p.m.)
Classes:	21 Sep - 21 Jan

CATHOLIC UNIVERSITY

Registration:	15-16 19-20 Sep, undergraduate 21-23 Sep, full-time and part-time graduate 24 Sep, part-time graduate
Classes:	21 Sep - 14 Jan, undergraduate 26 Sep - 20 Jan, graduate

D. C. TEACHERS COLLEGE

Registration:	7 Sep, day school 12 Sep, evening school
Classes begin:	12 Sep, day school 13 Sep, evening school

DEPARTMENT OF AGRICULTURE GRADUATE SCHOOL

Registration:	10 - 17 Sep
Classes:	19 Sep - 13 Jan

DUNBARTON COLLEGE

Registration:	16 - 17 Sep
Classes:	19 Sep - 27 Jan

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GALLAUDET COLLEGE

Registration: 15, 16 Sep, undergraduate  
17 Sep, graduate  
Classes: 19 Sep - 28 Jan

GEORGE MASON COLLEGE, UNIVERSITY OF VIRGINIA

Registration: 14 Sep, returning students  
15 Sep, new students  
Classes: 16 Sep - 25 Jan

GEORGE WASHINGTON UNIVERSITY

Registration: 14-15 Sep  
Classes: 19 Sep - 21 Jan

GEORGETOWN UNIVERSITY

Registration: 19 Sep, sophomores, transfers,  
graduate students  
20 Sep, juniors, seniors, graduate  
students  
21 Sep, freshmen  
Classes: 21 Sep - 26 Jan, graduate  
22 Sep - 26 Jan, undergraduate

HOWARD UNIVERSITY

Registration: 13-14 Sep  
Classes: 15 Sep - 23 Jan

MONTGOMERY JUNIOR COLLEGE

Registration: 7-13 Sep  
Classes: 14 Sep - 3 Feb

PRINCE GEORGE'S COMMUNITY COLLEGE

Registration: 16-17 Sep  
Classes: 20 Sep - 21 Jan

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UNIVERSITY OF MARYLAND

Registration: 12-16 Sep

Classes: 19 Sep - 25 Jan

UNIVERSITY OF VIRGINIA, NORTHERN VIRGINIA CENTER

Registration: 22 Aug - 15 Sep

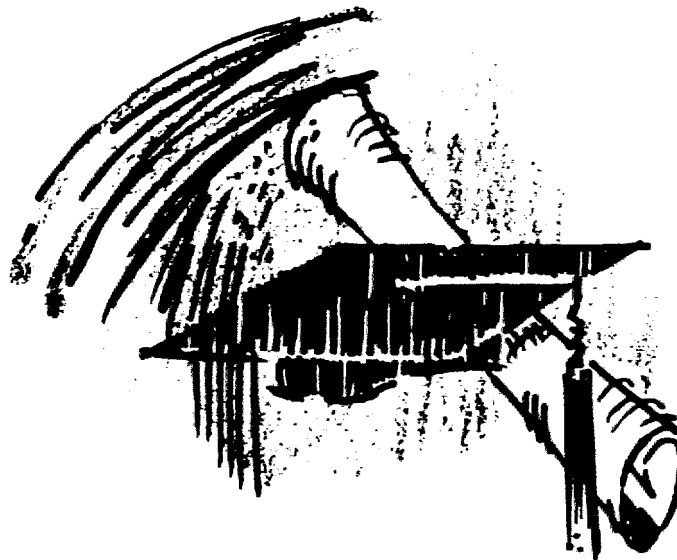
Classes begin: 19 Sep

SCHOOL OF ADVANCED INTERNATIONAL STUDIES,  
JOHNS HOPKINS UNIVERSITY

Registration: 19 Sep

Orientation lectures  
and registration  
conferences: 20 - 23 Sep

Classes: 26 Sep - 27 Jan



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